

## Message Text

PAGE 01 STATE 076305

64

ORIGIN ARA-20

INFO OCT-01 ISO-00 AID-20 USIA-15 DODE-00 PC-04 AGR-20

ABF-01 A-01 OPR-02 RSC-01 /085 R

DRAFTED BY ARA/MGT/FM:GJKRIEGER:HNB

APPROVED BY ARA/MGT/FM GEORGE J. KRIEGER, JR.

----- 075973

P 152143Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY TEGUCIGALPA PRIORITY

UNCLAS STATE 076305

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: SHARED ADMINISTRATIVE SUPPORT

REF: STATE 042433, 045003, 041455, 022844

FROM ARA/MGT/FM

1. TO ENABLE THE EMBASSY TO PREPARE AND SUBMIT A USEFUL SAS INCREASE/DECREASE STATEMENT, THE BUREAU IS HEREWITH FURNISHING DATA, INFORMATION AND GUIDELINES RELATIVE TO THIS REQUIREMENT.

2. FYI, MOST GOING RATE STATEMENTS, SUBMITTED APPROXIMATELY NINE MONTHS AGO COVERING ESTIMATED FY 1974 SHARED OPERATING EXPENSES, WERE SUBJECTED TO DRASTIC DOWNWARD ADJUSTMENTS IN WASHINGTON. THE ONLY REASON FOR THIS ACTION WAS THE BUREAU'S INABILITY TO CONTRIBUTE ITS SHARE OF THE OVERALL COSTS. THE PRINCIPAL CATEGORIES OF EXPENSE AFFECTED BY THESE ADJUSTMENTS WERE ALL EQUIPMENT AND RELATED FREIGHT AND RATHER ARBITRARY CUTS TO ON GOING ACTIVITIES WHICH WERE CALLED QUOTE GENERAL REDUCTIONS UNQUOTE.

3. SINCE SUBMISSION AND REVIEW OF THE GOING RATE STATEMENT, MOST POSTS HAVE REPORTED SIGNIFICANT REQUIREMENTS FOR WAGE UNCLASSIFIED

PAGE 02 STATE 076305

AND PRICE INCREASES. IN MANY INSTANCES, HESE COSTS WERE NOT COVERED EITHER BY THE GOING RATE STATEMENT OR SUBSEQUENT INCREASE/DECREASE STATEMENTS.

4. ALSO, THE BUREAU BELIEVES THE WORKLOAD STATISTICS RE-

CENTLY PREPARED IN DRAFT BY POSTS IN CONNECTION WITH THEIR  
FY 1975 SAS SUBMISSION (SEE STATE 041455) WILL SUGGEST  
SIGNIFICANT QUOTE CHANGE IN LEVEL OF SERVICE UNQUOTE FROM  
THE ORIGINAL GOING RATE SUBMISSIONS.

5. THE TERM QUOTE APPROVED BY IARS UNQUOTE IS REFERRED TO  
IN SEVERAL INSTANCES ELSEWHERE IN THIS MESSAGE. THE BUREAU  
IS USING THIS TERM TO INDICATE THE AMOUNTS AGREED UPON AT  
THE SAS INTER-AGENCY REVIEW SESSIONS HELD LAST FALL. IN  
SOME CASES IT ALSO MEANS THAT PORTION OF RECENT INCREASE/  
DECREASE STATEMENTS SUBMITTED WHICH THE BUREAU FEELS WILL  
BE AGREED UPON WHEN PRESENTED TO IARS.

6. THE STATUS OF EMBASSY'S OFFICIAL SAS REQUESTS TO DATE  
IS AS FOLLOWS:

|                         |           |         |            |  |
|-------------------------|-----------|---------|------------|--|
| .....                   | APPROVED  |         |            |  |
| .....                   | REQUESTED | BY IARS | DIFFERENCE |  |
| GOING RATE STATEMENT..  | 398,104   | 358,018 | -40,086    |  |
| INCREASE/DECREASE NO. 1 | 2,443     | 2,443   | -          |  |
| TOTAL.....              | 400,547   | 360,461 | -40,086    |  |

7. THE DIFFERENCE COLUMN ABOVE IS MADE UP OF THE FOLLOW  
ING:

|   |         |
|---|---------|
| A. ALL EQUIPMENT AND RELATED FREIGHT..... | -35,882 |
| B. GENERAL REDUCTIONS TO THE BASE.....    | -15,733 |
| C. UNBUDGETED WAGE INCREASE.....          | 11,529  |
| TOTAL.....                                | -40,086 |

NOTE: THERE ARE NO SPECIFICS THAT THE BUREAU IS ABLE TO  
CONVEY REGARDING THE GENERAL REDUCTION. THE EMBASSY IS  
FREE TO RELATE THIS TO THE REDUCTIONS WHICH MAY HAVE  
BEEN SPELLED OUT ON ITS DECEMBER SPECIAL FINANCIAL PLAN  
SUBMISSION, SCHEDULES III, IV AND V.

UNCLASSIFIED

PAGE 03 STATE 076305

8. BASED ON IARS'S ACTION AND YOUR CURRENT SHARED ALLOT-  
MENT, THE FOLLOWING COMPARISON INDICATES THE MINIMUM DOLLAR  
AMOUNT OF THE INCREASE/DECREASE STATEMENT WHICH SHOULD NOW  
BE PREPARED AND SUBMITTED AS RAPIDLY AS POSSIBLE:

|                              |          |           |         |
|------------------------------|----------|-----------|---------|
| .....                        | APPROVED | CURRENT   | DIFFER- |
| .....                        | BY IARS  | ALLOTMENT | ENCE    |
| LOCAL WAGE INCREASES.....    | 11,529   | 11,729    | 200     |
| PRICE INCREASES.....         | 6,693    | 3,291     | -3,402  |
| ANTI-TERRORISM.....          | -        | -         | -       |
| PROCEEDS OF SALE.....        | -        | 9,670     | 9,670   |
| EQUIP AND RELATED FREIGHT... | -        | -         | -       |
| KINDERGARTEN ALLOWANCES..... | -        | -         | -       |
| AID ALLOWANCES RE JAO'S..... | 3,880    | 4,000     | 120     |

EXTRAORDINARY TERMINATION COSTS - - -  
 ALL OTHER..... 338,359 338,310 - 49  
 TOTAL..... 360,461 367,000 6,539

NOTE: MOST OF THE DESCRIPTIVE ITEMS, I.E. LOCAL WAGE INCREASES, PRICE INCREASES, ETC. SHOWN AS CURRENT ALLOTMENT ABOVE CAN BE RECONCILED WITH THE SPECIAL EXPENSE ITEMS REFLECTED ON YOUR LATEST DS-150 ADVICE OF ALLOTMENT. EXTRAORDINARY TERMINATION COSTS REFERRED TO ABOVE RELATE TO SEVERANCE PAY AND TERMINAL LEAVE PAYMENTS INCIDENTAL TO ALL SHARED LOCAL POSITIONS WHICH HAVE BEEN ABOLISHED WITHIN THE PAST SIX MONTHS.

9. ACCORDING TO PARA 8 OF THIS MESSAGE, AN INCREASE/DECREASE STATEMENT IS NOW DUE IN THE AMOUNT OF AT LEAST DOLS 6,539. THE FIGURE WILL PROBABLY BE GREATER BASED ON THE EMBASSY'S EVALUATION OF ITS ANTICIPATED FINAL FY 1974 SHARED ALLOTMENT LEVEL. SEE STATE 041455, PARA 2. IN OTHER WORDS, ADD TO YOUR CURRENT ALLOTMENT, ANTICIPATED WAGE AND PRICE INCREASES FOR THE BALANCE OF THE YEAR, MINIMUM REPLACEMENT EQUIPMENT REQUIREMENTS, UNFUNDED ANTI-TERRORISM MEASURES AND OTHER UNFUNDED MANDATORY REQUIREMENTS.

10. TO COMPLY WITH PARA 3 OF STATE 042433, IT IS SUGGESTED THAT A SPECIAL SECTION OF THE INCREASE/DECREASE STATEMENT BE DEVOTED TO PRICE INCREASES. LEAD-OFF WITH A ONE UNCLASSIFIED

PAGE 04 STATE 076305

LINE ENTRY DEDUCTING ALL PRICE INCREASES CURRENTLY APPROVED BY IARS. SUBDIVIDE REMAINDER OF SECTION BY IMPLEMENTED PRICE INCREASES FROM JULY 1, 1973 TO DATE AND ANTICIPATED PRICE INCREASES FOR THE MONTHS OF MAY AND JUNE. UNDER EACH HEADING, DESCRIBE IN DETAIL EACH PRICE INCREASE GIVING PREVIOUS TOTAL COST FOR ITEM, PERCENT OF INCREASE, EFFECTIVE DATE OF INCREASE AND FY 1974 COST. FYI, PREVIOUS SUBMISSIONS BY POSTS ON THIS SUBJECT, I.E. THE DECEMBER SPECIAL FINANCIAL PLANS, WHICH WERE NOT IN THE AIRGRAM SAS INCREASE/DECREASE CHANNEL, ARE NOT AVAILABLE TO ALL THE VARIOUS AGENCIES REPRESENTED ON IARS.

11. LOCAL WAGE SCHEDULE REVISION COSTS INCLUDING BONUSES NOT AUTHORIZED PRIOR TO JULY 1, 1973 SHOULD BE HANDLED IN THE SAME MANNER AS PRICE INCREASES. INCLUDE EFFECTS OF WAGE INCREASE ON OTHER EXPENSE CATEGORIES SUCH AS CIVIL SERVICE RETIREMENT, MISCELLANEOUS BENEFITS, OVERTIME, INCREASED COST FOR PROMOTIONS, PERIODIC STEP INCREASES, ETC. ALSO INDICATE WHETHER OR NOT WAGE INCREASE WAS A RESULT OF A HOST GOVERNMENT DECREE.

12. GENERALLY, ITEMS INCREASING OR DECREASING GROSS SHARED

REQUIREMENTS WHICH ARE REFLECTED ON THE INCREASE/DECREASE STATEMENT SHOULD BE DISTRIBUTED TO PARTICIPATING AGENCIES BASED ON THE ORIGINAL GOING RATE PERCENTAGES EXCEPT FOR ANTI-TERRORISM MEASURES AND PROCEEDS OF SALE WHICH ARE TO BE CHARGED 100 PERCENT TO STATE BASIC. OF COURSE, ITEMS WHICH BENEFIT ONE OR MORE AGENCIES IN SUCH A WAY THAT THE STANDARD PERCENTAGES ARE NOT EQUITABLE SHOULD CONTINUE TO BE HANDLED AS SPECIAL EXPENSE ITEMS. IN SUCH CASES, PLEASE FOOTNOTE THE ITEM AND EXPLAIN THE BASIS FOR DISTRIBUTION.

13. A FINAL SECTION OF THE INCREASE/DECREASE STATEMENT SHOULD BE DEVOTED TO CHANGE IN LEVEL OF SERVICE. THIS WILL BE BASED ON A COMPARISON OF FORMS SAS-2, 4, 5 AND 6 SUBMITTED APPROXIMATELY NINE MONTHS AGO WITH THE DRAFT COPIES OF THE SAME NUMBERED FORMS PREPARED RECENTLY IN CONNECTION WITH THE FY 1975 SAS ESTIMATES. SEE STATE 041455, PARA 3. SIGNIFICANT DIFFERENCES BY AGENCY SHOULD BE ANALYZED AND EXPLAINED IN TERMS OF TYPE OF WORKLOAD, I.E. INCREASED OR DECREASED TELEGRAPHIC USAGE, VOUCHERS UNCLASSIFIED

PAGE 05 STATE 076305

PROCESSED, SUPPLIES ISSUED, ETC. A SEPARATE STATEMENT FOR EACH AGENCY IS RECOMMENDED ACCOMPANIED BY A PLUS OR MINUS DOLLAR AMOUNT. THE TOTAL PLUSES OR MINUSES FOR THE VARIOUS AGENCIES MUST TOTAL ZERO. THIS IS VERY IMPORTANT.

14. IT WILL BE HELPFUL TO THE BUREAU, IF ITEMS REQUIRING AN ALLOTMENT INCREASE ARE LISTED UNDER A SPECIAL HEADING ENTITLED ALLOTMENT INCREASES REQUESTED. THIS DOES NOT APPLY TO WAGE AND PRICE INCREASE ITEMS OF THIS NATURE SINCE PARAGRAPHS 10 AND 11 OF THIS MESSAGE MAKES SPECIAL PROVISION FOR ANTICIPATED WAGE AND PRICE INCREASES.

15. SEVERAL POSTS HAVE EXPERIENCED SIGNIFICANT LOCAL CURRENCY DEVALUATIONS SINCE SUBMISSION OF THEIR GOING RATE MATERIAL. THESE POSTS SHOULD INCLUDE A DETAILED STATEMENT AND A MINUS AMOUNT ON THEIR INCREASE/DECREASE SUBMISSION.

16. THE SECTION OF THE INCREASE/DECREASE STATEMENT WHICH PROVIDES THE DISTRIBUTION OF COSTS BY AGENCY COULD CONSIST OF THE FOLLOWING COLUMNAR HEADINGS, IF APPLICABLE:

- A. AGENCY
- B. STANDARD SAS-5 DISTRIBUTION (PERSONAL SERVICES)
- C. STANDARD SAS-6 DISTRIBUTION (OTHER OBJECTS)
- D. SPECIAL ITEMS (FOOTNOTE BASIS FOR DISTRIBUTION)
- E. CHANGE IN LEVEL OF SERVICE (TOTALING ZERO)
- F. OFFSETS (EXPLAIN BY FOOTNOTE)
- G. GRAND TOTAL

17. THE GRAND TOTAL OF THE INCREASE/DECREASE STATEMENT

WHEN ADDED TO THE AMOUNT APPROVED BY IARS PER PARAGRAPHS  
6 AND 8 OF THIS MESSAGE SHOULD EQUAL THE SUM OF THE  
EMBASSY'S CURRENT SHARED ALLOTMENT PLUS ANTICIPATED AD-  
DITIONAL REQUIREMENTS FOR THE BALANCE OF THE FISCAL YEAR.

18. THA SECTION OF THE INCREASE/DECREASE STATEMENT EN-  
TITLED ALLOTMENT INCREASES REQUESTED PLUS THE ANTICIPATED  
REPEAT ANTICIPATED WAGE AND PRICE INCREASES REFLECTED AT  
THE BEGINNING OF THE INCREASE/DECREASE STATEMENT SHOULD  
ALSO EQUAL THE SUM OF THE EMBASSY'S CURRENT ALLOTMENT PLUS  
UNCLASSIFIED

PAGE 06 STATE 076305

ADDITIONAL FUNDS NECESSARY FOR THE BALANCE OF THE FISCAL  
YEAR. FOR PURPOSES OF THIS INCREASE/DECREASE STATEMENT  
ANTICIPATED WAGE AND PRICE INCREASES MAY INCLUDE COSTS  
WHICH HAVE ALREADY BEEN INCURRED BUT ARE UNFUNDED, I.E.  
FUNDS FOR A RECENT PRICE INCREASE ARE NOT INCLUDED IN  
YOUR CURRENT DS-150.

19. THE INCREASE/DECREASE STATEMENT IS DUE IN THE BUREAU  
NO LATER THAN APRIL 29. RUSH

UNCLASSIFIED

<< END OF DOCUMENT >>

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 27 JUL 1999  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 15 APR 1974  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1974STATE076305  
**Document Source:** ADS  
**Document Unique ID:** 00  
**Drafter:** ARA/MGT/FM:GJKRIEGER:HNB  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** n/a  
**Film Number:** D740087-0055  
**From:** STATE  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1974/newtext/t19740483/abbrzcrq.tel  
**Line Count:** 242  
**Locator:** TEXT ON-LINE, TEXT ON MICROFILM  
**Office:** ORIGIN ARA  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 5  
**Previous Channel Indicators:**  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** STATE 042433, 045003, 041455, 022844  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** martinml  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 23 MAY 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <23 MAY 2002 by bryansd0>; APPROVED <18 DEC 2002 by martinml>  
**Review Markings:**

Declassified/Released  
US Department of State  
EO Systematic Review  
30 JUN 2005

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** <DBA CORRECTED> gwr 971027  
**Subject:** SHARED ADMINISTRATIVE SUPPORT  
**TAGS:** AFSP, HO, AFSP  
**To:** TEGUCIGALPA  
**Type:** TE  
**Markings:** Declassified/Released US Department of State EO Systematic Review 30 JUN 2005